

**STAYTON CITY COUNCIL
CHARTER REVIEW COMMITTEE
MEETING MINUTES
July 28, 2008**

CALL TO ORDER

7:10 p.m.

Mayor Virginia L. Honeywell

ROLL CALL

Mayor Virginia Honeywell
Councilor Fiske, via phone
Councilor Frank

Councilor Grimes, excused
Councilor Vigil
Council Walters, President, absent

STAFF:

Don Eubank, City Administrator
David A. Rhoten, City Attorney
Jeffrey M. Strickland, Assistant City Attorney
Rebecca Petersen, Deputy City Recorder

FACILITATOR: Nancy Boyer, Mid-Willamette Valley Council of Governments

Discussion Regarding Scope/Purpose of Charter Review Committee: Ms. Boyer reviewed the format of the agenda that needed to be followed for the meeting, as well as the memorandum dated July 07, 2008 from Don Eubank, City Administrator, outlining the history of the Charter Review process.

Discussion of Role and Function of City Charter: Mayor Honeywell stated that she would like to see a comprehensive review conducted of the charter. She reminded the council that the charter is the Constitution for the citizens of Stayton and is for the people and by the people.

Councilor Frank stated that he would like to see a comprehensive review of the Charter as currently some of the wording in the Charter contradicts with the Rules of the Stayton City Council and the Stayton Municipal Code, as well as the filling of vacancies and how they are determined.

Both Councilors Vigil and Fiske agreed that a comprehensive review should be done to look at the entire document.

In response to a question as to how long the process will take, Ms. Boyer stated that since it is the Council's desire to perform a comprehensive review of the document, the committee will have a longer time commitment.

Mr. Rhoten stated that the Charter is the Constitution in town. It outlines the Mayor's functions at council meetings which addresses the mayor not having a vote unless a tie vote occurs. Once the committee has reviewed the entire document, and cleaned up verbiage that they wish to be changed, it will be presented to the voters of Stayton.

Public Comment: Susan Brandt, Stayton Oregon. Ms. Brandt stated that it was her understanding that the committee will be reviewing the Model Charter from the League and comparing it to the existing City of Stayton Charter, with the possibility of change.

Lee Hazelwood, Stayton. Mr. Hazelwood declared a conflict of interest as he has known David Rhoten for years. The Charter was written several years ago and some of the language needs to be brought up to date, ie: he/it should be changed to read she/he. Vacancies should be filled with citizens of Stayton who have lived here for at least a year. If vacancies are filled by the mayor and any of the councilors have an issue regarding the appointment, the mayor should not pursue the appointment until they have discussed the concerns with each council member.

Discussion Regarding Make-up of Charter Review Committee: Ms. Boyer stated that the make-up of a Charter Review Committee should be approximately 10 people and be a good representation of the citizenry from the community. She would recommend that ground rules be used, and that majority rules, but take the minority issues into consideration.

Appointment of Charter Review Committee: Mayor Honeywell appointed the following members to the Charter Review Committee: Gerry Aboud, David Nielson, Susan Brandt, Lee Hazelwood, Catherine Hemshorn, Alan Kingsley, Tod Nau, Councilor Steve Frank, Councilor Jack Fiske, Todd Jensen, Mayor Virginia L. Honeywell, and Brian Quigley.

The meeting was recessed at 7:45 pm, and re-convened at 8:05 pm, in order that those committee members present could join the discussion. Ms. Boyer asked that each of the committee members and staff introduce themselves and to give a brief background.

Election of Chair and Vice Chair: Councilor Frank nominated Lee Hazelwood to serve as Chair of the Charter Review Committee. Mr. Hazelwood declined the nomination.

Motion: From Mayor Honeywell, and seconded by Susan Brandt, to nominate David Nielson as Chair of the Charter Review Committee. Motion passed: 7:1 (Frank), 1 abstain (Kingsley)

Motion: From Councilor Frank, and seconded by Mayor Honeywell, to nominate Gerry Aboud as Vice-Chair of the Charter Review Committee. Motion passed: 6:2 (Hazelwood & Kingsley), 1 abstain (Nau)

Establishment of Meeting Dates and Times: Consensus of the committee members was that the second and fourth Tuesdays of the month would work best with everyone's schedule to meet, from 7:00 pm – 9:00 pm. The next meeting is scheduled for Tuesday, August 26, 2008, 7:00 pm, Stayton Community Center, north end.

Establishment of Ground Rules for the Charter Review Committee: Ms. Boyer explained that her role would be the Facilitator, she will keep the meetings focused and on track, and keep the communication process open and positive. Record keeping will be performed by the Deputy City Recorder. Adherence of ground rules will be conducted by the Facilitator as well as background information.

Motion: From Alan Kingsley, and seconded by Susan Brandt, that the newly formed Charter

Review Committee recommend to the Stayton City Council, that the Mid-Willamette Valley Council of Government (MWVCOG) be hired to facilitate the Charter Review process.
Motion passed: 7:2 (Frank & Hazelwood).

Establishment of Process for Charter Review: The following ground rules were established by the committee:

1. Be respectful of each other;
2. Do not personalize issues;
3. Persons need to be addressed by the Chair before speaking;
4. Set time limits, one person shall not dominate the conversation;
5. Seek to reach consensus, if not a majority vote wins. However, minority reports will be forwarded to the Council;
6. Once items have been acted on, they will not be reversed;
7. Nothing should be added to the agenda unless the majority agrees;
8. A sign up sheet shall be provided for those requesting to address the committee at the end of the meeting;
9. Committee members need to inform city staff if they will not be able to attend the scheduled meeting;
10. A quorum of the Charter Review Committee will consist of six (6) members;
11. The Charter Review Committee meetings will commence at 7:00 pm and will adjourn no later than 9:00 pm.
12. All Charter Review Committee members need to enforce the ground rules;
13. Members shall serve on the committee until the end of the process, unless they choose to resign.

Ms. Boyer, with consensus of the committee, agreed that tie votes do not pass.

In conclusion, Ms. Boyer stated that a good starting point for the committee would be to review the Model Charter for Oregon Cities, from the League of Oregon Cities (LOC), to see how the Stayton Charter compares.

There being no other business to come before the committee, the meeting was adjourned at 8:55 pm.

Respectfully submitted by Rebecca Petersen, Deputy City Recorder.